

11 November 1963

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT : Improper Handling of Correspondence

1. On the morning of 27 November this office received two copies of "Memorandum to the Heads of Executive Departments and Agencies" from the Office of the Secretary of Defense, Office of the Executive Agent National Communications System. Subject of the memorandum was "Submission of Requirements for the First Annual Long-Range Plan FY 1965, National Communications System". This memorandum had been hand carried by the Deputy Director/Communications to our Executive Registry on the evening of 26 November. Noting that it was dated 7 November, required action and a response by 1 December, we called DD/Commo to inquire how they had received it.

2. We were advised that four copies of the document were received in CIA Watch Office on 15 November. On or about that date they were sent to the Collection Guidance Staff. CGS made a copy for [redacted] (Deputy Chief, Information Intelligence Staff, OCI). Someone then began calling around to find out who was interested in this subject. Someone called Commo and was told yes, they were interested in this subject. On 20 November Commo received copies; they were then in the midst of preparing another priority paper for the Director and, coupled with the events following 22 November, the paper was lost in the shuffle.

3. The Deputy Director/Communications will get an extension of the due date from National Communications System.

4. I would like to emphasize that when memoranda are received addressed "To the Heads of Executive Departments or Agencies" or are addressed to the DCL by name or by title, they should be forwarded to the Executive Registry where they are processed for appropriate action, suspense, etc. These are the Director's instructions. OCI/Watch Office and the Collection Guidance Staff should be reminded of this, as well as any other units that might be the recipient of material addressed to the Director.

NOV 30 1963

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

cc: D/Commo via DD/S

cc: ER

with cy ref
ExDir/(for follow up)